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Report for Week Ending 12 September 1956
from
RECORDS DISPOSITION BRANCH

Project 6-40 - Office of Central Reference [REDACTED]

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Schedules are being drafted for Graphics Registry. Completed schedules are being coordinated with Special Registry and Liaison Division. Memorandum is being issued this date by Graphics Register authorizing destruction of Graphic Bulletins (Spot Photography and Personalities) now stored in supplemental distribution at the Records Center. This authorization will allow destruction of 54 cu. ft. Project is 39% complete.

Project 6-41 - Office of Scientific Intelligence [REDACTED]

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Schedules have been approved and returned to the Office for application. An appraisal of their Records Disposition Program for the past fiscal year shows excellent accomplishments. At a meeting with Dr. [REDACTED], EXO/OSI, and his assistant, Mr. [REDACTED], attended by Mr. [REDACTED], Mr. [REDACTED] of Management Staff it was recommended that since OSI apparently had their records disposition program so well established it would be an appropriate time to broaden their records management program to actively promote and install file systems at all administrative levels. Dr. [REDACTED] was very receptive to the proposal and stated that he would welcome our assistance and call on our Staff when he had worked out a place and a time to start. Project is complete and completion report is being prepared.

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Unnumbered Project - Management Staff [REDACTED]

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Draft schedules have been prepared for the Office of the Chief and the Organization and Methods Staff. These schedules, plus those previously prepared for other staffs of the Office, are being coordinated and revised. Project is 50% complete.

General Information

The Records Control Schedule for the Office of Personnel was transmitted by Mr. [REDACTED] to Division and Staff Chiefs under the attached memorandum on 6 September 1956.

Assisting Medical Staff in the application of their revised Records Control Schedule. An additional 8 cubic feet of records have been boxed for transfer to the Records Center. [REDACTED]

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